

PART B

CLEAN WATER ACT RECOGNITION AWARDS

EXEMPLARY BIOSOLIDS MANAGEMENT AWARDS

INSTRUCTIONS, QUESTIONNAIRE FORMAT AND FORMS

2004 Clean Water Act Recognition Awards Exemplary Biosolids Management Awards Instructions, Questionnaire Format and Forms

BURDEN STATEMENT

Section 501 (e) of the Clean Water Act (CWA), as amended authorizes a program to recognize municipalities and industries that demonstrate outstanding technological achievements, innovative processes, devices or other outstanding methods in their waste treatment and pollution abatement programs. Recognition is made through EPA's National Clean Water Act recognition awards program. The program aims to heighten public awareness of the contributions wastewater treatment facilities and programs make to clean water, and encourages public support for effective wastewater management. The design, operating and environmental compliance information of the wastewater treatment facility or pollution abatement programs is needed to complete the questionnaire. Participation in the awards recognition program is voluntary. No confidential information is involved for this collection activity.

The public reporting burden for this collection of information is estimated to average 8 hours per respondent annually. For State respondents, the reporting burden is estimated to average 6 hours per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this ICR under Docket ID No. OW-2003-0064, which is available for public viewing at the Water Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the Water Docket is (202) 566-2426. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/edocket>. Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID No. OW-2003-0064, Water Docket and OMB control number 2040-0101 in any correspondence.

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NOMINATION QUESTIONNAIRE FORMAT AND FORMS

Introduction

The Environmental Protection Agency's (EPA) Clean Water Act (CWA) Recognition Awards is authorized by Section 501(a) and (e) of the CWA. A framework to implement the awards program is 40 Code of Federal Regulations (CFR) part 105. The recognition offered by this enhanced awards program is consistent with the new National Biosolids Partnership Environmental Management System (EMS) Program for Biosolids which we hope that all biosolids managers will want to implement.

This category recognizes excellence in all areas of municipal biosolids management, including outstanding operating projects, research, technological advances, public acceptability, and risk and cost reduction activities. The current sub-categories and criteria allow for the recognition of a broad spectrum of programs with sound management, effective communication to stakeholders, and community-friendly practices. The very process of preparing a nomination package helps preparers focus on the relevance of their efforts and facilitates the spread of knowledge about the excellence of nominated activities so that others might benefit.

AWARDS CRITERIA

- 1.** Nominations will be considered for state and regional awards (where applicable) as well as national awards. Regions are responsible for forwarding one copy of each qualified nomination package to EPA Headquarters by the **June 18, 2004**, national deadline.
- 2.** To be considered for a national award, nominees must continue to be in full compliance with applicable regulations.
- 3.** As the nomination packages are prepared, it is important to tell the story in a manner that clearly shows the benefits of exemplary biosolids management, including how the activity reduced public concern. This information may be utilized locally in press releases, brochures and other outreach activities.
- 4.** State and EPA regional offices (where applicable) will also review the nominations for a separate competition in their region. Because the national and regional award programs involve separate review panels and because all qualified entries may be considered in both competitions, it is possible that winners in the national awards program may differ from the regional award winners.

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EVALUATION CRITERIA

Nominations will be accepted for recognition of excellence in a wide range of activities that have stimulated the exemplary management of municipal biosolids. Nominations will be evaluated against the following criteria:

- 1. For Operating Projects: [Two Sub-categories: (1) greater than 5 dry tons per day {DTPD} and, (2) less than 5 DTPD]** Outstanding, full-scale, exemplary management technologies. (Note: Categorization is based upon the actual average daily biosolids production and not the design capacity.)
 - Sustained, full-scale, proven operation over several years.
 - Consistent, cost-effective operation.
 - Public acceptance.
 - Compliant with applicable federal, state, and local regulations.
 - Reduced risk.
 - Conservation of natural resources (e.g., nutrients, organic matter, and energy) and control of pollutants and nuisances like odor, dust and traffic.
 - Excellence in project management, and particularly management that fosters close communication and coordination among all biosolids stakeholders including the generator, end-user where applicable, project neighbors and public.
- 2. Technology Innovation or Development Activities:** Significant technological improvements developed and fully proven at the operational level; these may be pilot or full-scale activities.
 - Sustained excellence in advancing our knowledge of technologies that manage biosolids (e.g., improved design criteria or operational practice).
 - Technology with potential for use elsewhere across the country.
 - Operational proof of performance.
 - Resolved previous biosolids management or utilization problems and have helped gain public acceptance.

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3. **Research Activities:** Studies that have substantially contributed to an improved understanding of biosolids management practices, reduced risks and costs, improved public acceptance, and/or have advanced the technology.
- Greatly improved our understanding of the environmental effects associated with biosolids management.
 - Contributed substantially to development of improved design and operation.
 - Generated key information for the development of improved biosolids regulations and guidance.
 - Provided quality information from well-designed studies with wide applicability and statistical merit.
3. **Public Acceptance** [Two Sub-categories: **(1) Municipalities** **(2) All Others**]. Significant local, regional, and national activities that have increased public acceptance of biosolids management practices.
- Demonstrated increases in both public acceptance and public demand. The term "*public*" is meant to include regulatory agencies, agricultural organizations, water quality professionals, public health officials, environmentalists, academic institutions, and the news media as well as the general public. Indicators of "*demand*" include such factors as waiting lists and users paying for biosolids.
 - Dedicated and successful individual and team efforts.
 - Demonstrated willingness to share information and approaches for improving practices, reducing risks and thereby gaining public acceptance.
 - Successful approaches for working with the press and other groups, explaining the benefits of the chosen biosolids management activity, cultivating and gaining allies, and disproving alarmist rumors that may arise.
 - Excellence in local information transfer and training efforts that have made a positive local difference, (e.g., on-site demonstrations and collaborative efforts involving municipalities, citizens, universities, and others).
 - Characterized by managers who work with all stakeholders to identify and utilize critical control points for ensuring sound management and community-friendly practices.

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NOMINATION QUESTIONNAIRE, FORMAT AND FORMS

The information described below should be provided in the nomination package in duplicate to the EPA Regional offices listed on page B-10.

1. APPLICANT/NOMINEE AND COMPLIANCE CERTIFICATION

A. Official Name of Facility/Organization _____

City and State _____

B. Previous national Biosolids award winner? ____ If yes, what year? ____.

C. Type of Ownership _____

D. Municipal _____ Industrial _____

E. Application Contact Name _____

Address _____

Phone No. _____ Fax No. _____

F. EPA Regional Representative/Awards Manager certifying compliance record
(Please attached copy of NPDES permit/land application authorization, as appropriate.)

Signature /Date

Phone No. _____ Fax No. _____

II. AWARD NOTIFICATION OFFICIAL

A. Elected Administrator (i.e., Mayor, Authority Board President)

Name _____

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Organization Title _____

Organizational Address _____

B. Application Contact

Name/Title _____

Address _____

III. POLITICAL NOTIFICATION

A. Plant's US Senators and Representatives Names and Addresses:

B. State Governor's Name and Address: _____

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INSTRUCTIONS

The applicant/nominee should follow the instructions below to complete Section I through III. Applicants are asked to meet the submission deadlines of the national, state and regional (where appropriate) schedules to be assured of national consideration.

I. DESCRIPTION

The applicant should include in the package a written narrative of no more than four pages to describe their outstanding, unique and innovative biosolids management program for consideration of the award. Describe the project or activity indicating the award category for which the nomination is proposed and how you believe it meets the evaluation criteria stated above.

2. FACILITY/ACTIVITY INFORMATION

In no more than four pages, the applicant should provide the following relevant information, if applicable, to adequately support the nomination.

- (a) Biosolids type, quantity (expressed as tonnage of dry solids processed per day, week or year), quality (nutrient and pollutant concentrations compared with Part 503 Table 3 pollutant concentration limits), processing information, and other details relevant to the exemplary management practice or activity. Be specific regarding the unit processes, including biosolids production and processing details. Account for the types and amounts of biosolids going to each beneficial use and/or disposal practice.
- (b) Duration and size of the project or activity; extent of ability to operate at design level; and cost and effectiveness information.
- (c) Description of the project monitoring program as it determines compliance; keeps the public informed of biosolids transport, use or disposal; evaluates performance; and helps modify practices.
- (d) Description of the contributions of the cooperating parties to the biosolids management project or activity.
- (e) Provision of sufficient information, including the NPDES permit number if applicable, so that the awards judges and EPA compliance assurance staff can determine the compliance of nominated projects with applicable local, state, and federal regulations.
- (f) Description of important project management activities that maintain and promote excellence and maximize the benefits of sound biosolids management, (e.g., hold down costs; improve biosolids quality; use a written code of good practice or other means to promote compliance with rules, manage nutrients and minimize odors and other nuisances;

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and promote acceptance via working with allies, press and the public).

- (g) Description of training activities that have improved operations, performance, and public acceptance.
- (h) Description of the effectiveness of the local pretreatment program that has resulted in better quality and easier management of biosolids.
- (i) Description of special innovative practices or activities.
- (j) Discuss how obstacles (technical, political, public acceptance, or other) have been overcome as a result of the nominated activity.
- (k) Give evidence of the enhanced benefits that have resulted from the activity, such as lower costs for biosolids management; lower energy consumption; fewer public health and environmental risks; greater national adoption of practice; improved public acceptance; and, where applicable, user payments for biosolids, enhanced soil properties, better crop productivity and quality, enhanced plant disease resistance, and increased demand for biosolids products.

3. ATTACHMENTS

- A.** Supporting materials may be attached. The attachment should include a short cover index page that lists the various supporting materials and gives about a 4- to 6-line description of each item.
- B.** Photographs of the activity. Actual photographic prints are better suitable for publications. EPA and others would like to use your prints in publications that illustrate and provide greater recognition of your activity.

Note: Sheer bulk of information is not necessary or definitive. Be concise and attach items that truly substantiate the importance and relevance of the beneficial use project or activity.

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I. APPLICANT/NOMINEE AND COMPLIANCE CERTIFICATION

A. Official Name of Biosolids Awardee Nominee _____
(Should be consistent with the NPDES Permit, if applicable, and will be engraved on any awards material.)

City and State _____

B. Previous national Biosolids award winner? _____ If yes, what year? _____,

C. Name and Type of Ownership _____

D. Biosolids Awards Sub-category (Select one) _____
(Operating Projects (large & small); Technology Development Activities; Research Activities; Public Acceptance Activities (municipal & others).)

E. Application Contact Name _____
Address _____
Phone No. _____ Fax No. _____

F. EPA Regional Awards Manager certifying compliance record
(Please attach copy of NPDES permit/ground water or land application authorization, etc.)

Signature

/Date

Phone Number _____ Fax Number _____

II. AWARD NOTIFICATION OFFICIAL

A. Elected Administrator (i.e., Mayor, Authority Board President)

Name _____
Organization Title _____
Organizational Address _____

EPA REGIONAL BIOSOLIDS CONTACTS

Region 1

Thelma Murphy
Office of Ecosystems Protection
One Congress Street, Suite 1100 (CMU)
Boston, MA 02114-2033
Phone (617) 918-1615 Fax: (617) 918-1505
Murphy.thelma@epa.gov

Region 2

Alia Roufaeal
Div.of Enforcement and Compliance Asst.
290 Broadway, 20th Floor
New York, NY 10007-1866
Phone (212) 637-3864 Fax: (212) 637-3953
Roufaeal.alia@epa.gov

Region 3

Jim Kern
Water Protection Division
1650 Arch Street (3WP23)
Philadelphia, PA 19103-2029
Phone (215) 814-5788 Fax: (215) 814-2318
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Region 4

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61 Forsyth St., SW
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Region 5

John Colletti
Water Division (WN-16J)
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Colletti.john@epa.gov

Region 6

Denise K.Hamilton
Water Quality Protection Div. Permits Branch,
1445 Ross Avenue (6WQ-PP)

Dallas, TX 75202
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hamilton.denise@epa.gov

Region 7

Cynthia Sans
901 North 5th St. (WWPD)
Kansas City, 66101
Phone (913) 551-7492 Fax: (913) 551-7765
Sans.cynthia@epa.gov

Region 8

Bob Brobst
Biosolids Mgmt Program
99 18th Street, Suite 500 , (8P-W-P)
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Brobst.bob@epa.gov

Region 9

Lauren Fondahl
EPA Clean Water Act Compliance Office
75 Hawthorne Street (WTR7)
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Phone (415) 972-3514 Fax: (415) 947-3537
Fondahl.lauren@epa.gov

Region 10

Dick Hetherington, NPDES Permits Unit,
1200 Sixth Avenue (OW130)
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Hetherington.dick@epa.gov

Water Environment Federation

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